

PBFT MINUTES

From: Training Officer, _____
(UNIT)

To: ATD, NAF WASHINGTON

Subj: PLANNING BOARD FOR TRAINING MINUTES FOR ____/____/____
(MM/YY)

(a) COMNAVAIRESFORINST 1500.5D

1. Per ref. (a), the Planning Board for Training met on ____/____/____
(YY/MM/DD)

2. A. The following Depts/Divisions were present:

TITLE	RANK	NAME
ADMIN OFFICER		
TRAINING OFFICER / CPO		
RSTARS OPERATOR		
PROGRAM MANAGER INPUT		
COMMAND C.C.		

B. The following Depts/Divisions were not present:

TITLE	RANK	NAME

3. SITREP:

Suggested Completion Rate:

Oct	Apr	16%
Nov	May	33%
Dec	Jun	50%
Jan	Jul	67.6%
Feb	Aug	83%
Mar	Sep	100%

- A. PMT: _____ % as of _____
 B. Numbers of unconfigured ITP's _____
 C. Number of vacant billets _____
 D. Number of personnel not in a billet _____

The following items were reviewed:

(Circle One) (Init)

- | | | | |
|---|-----|----|-------|
| E. "R", "T" & "P" percentages | YES | NO | _____ |
| F. RUAD/Training Comparison Report/IRADs | YES | NO | _____ |
| G. LRTP/MRTP/SRTP | YES | NO | _____ |
| H. AT/IDTT Requirements (i.e. group, waivers, etc.) | YES | NO | _____ |
| I. RBTR Requirements (New Personnel) | YES | NO | _____ |
| J. Annual Physicals | YES | NO | _____ |
| K. Training Update Sheet/No Show Reports | YES | NO | _____ |
| L. Unit Training Schedule | YES | NO | _____ |
| M. Other significant Events | YES | NO | _____ |
| N. Rescheduled Drills/ETs | YES | NO | _____ |
| O. PRT Compliance | YES | NO | _____ |

Enclosure (3)

4. Old Business: _____

5. Training Requested:
a. Rooms Requested: _____

b. School Quotas Requested: _____

c. Miscellaneous: _____

6. Training Deficiencies: _____

7. Action Agenda Items:	Open	Closed
a. _____	()	()
1. Assigned to: _____		
b. _____	()	()
1. Assigned to: _____		
c. _____	()	()
1. Assigned to: _____		
d. _____	()	()
1. Assigned to: _____		